



IDD Residential Beds Manager

Logging In

Navigate to www.bhlweb.com

The screenshot shows a web browser window displaying the login page for Behavioral Health Link (BHL). The browser's address bar shows the URL <https://bhlweb.com/bhlsched/LoginWebApps.aspx>. The page features the BHL logo on the left, which includes the text "Behavioral Health Link". In the center, there are two lines of contact information: "Web Support Contact: bhlhelp@ihrcorp.com" and "BHL Scheduler Contact: bhlsched@ihrcorp.com". Below this is a photograph of a paved path lined with white cherry blossom trees. At the bottom of the page, there is a list of supported browsers: Internet Explorer 9+, Microsoft Edge, Safari 3+, Firefox 2+, Google Chrome 1+, and Opera 9+. A note states: "Supported Browsers with JavaScript enabled. This web application may or may not work properly with other browsers or earlier versions." At the very bottom, there is a footer with "Terms of Service", "Copyright © 2011-2018 BHL", and "BHL Corporate Contacts".

Two blue callout boxes provide instructions:

- The first callout, pointing to the login form, says: "To Login: Enter your Username and Password and click Login".
- The second callout, pointing to the "Forgotten your password?" link, says: "If you forget your password, select this link."

The login form itself includes the following elements:

- Text: "Login to site"
- Input field: "Username:"
- Input field: "Password:"
- Button: "Login"
- Link: "[Forgotten your password?](#)"

At the bottom of the browser window, the status bar shows "Visitor 3550000 Not Logged In Session ET: 00:00:00 BHL Web Apps v3.12" and a zoom level of "100%".

Once you are logged in...

The screenshot shows the BHL web application interface. In the top left corner is the BHL logo, which consists of a stylized 'BHL' with horizontal bars to the left and the text 'Behavioral Health Link' below it. In the top right corner, the text 'Welcome SystemAdminTest1' is displayed, along with two links: 'BHL Web Applications Menu' and 'Log Out'. A blue callout box with a white arrow points to the 'BHL Web Applications Menu' link, containing the text 'Select BHL Web Applications Menu'. Below the welcome message, there is a light blue box with the text 'Welcome to the test version of the BHL Web Apps. All PI data is fictitious.' followed by two links: 'Web Support Contact: vortexion1@comcast.net' and 'BHL Scheduler Contact: vortexion1@comcast.net'. Below these links is a grey box with the text 'BHL Scheduler Access: Not Authorized for any Agencies or Sites' and 'MC Access: None'. Underneath this is a large photograph of a waterfront promenade at dusk, featuring a brick wall, a paved walkway, a black lamppost, and a body of water with a bridge in the background. At the bottom of the page, there is a list of supported browsers: Internet Explorer 9+, Microsoft Edge, Safari 3+, Firefox 2+, Google Chrome 1+, and Opera 9+. To the right of this list is a note: 'Supported Browsers with JavaScript enabled. This web application may or may not work properly with other browsers or earlier versions.' At the very bottom, a small footer reads 'Visitor: 12028 SystemAdminTest1 StateOfficer Login Session ET: 00:16:41 BHL Web Apps v5.12 TB9'.

Default

Message:

 The BHL Web Apps will be shut down for an upgrade @ 11:00 PM, (1/1/2020), for approximately 2 minutes.

IDD Residential Beds

IDD Agency Residential Bed Editor

IDD Residential Bed Search

Sites Properties Editor

[Login Page](#) [Logout](#) [Change Password](#)

SystemAdminTest1 StateOfficer Login Session ET: 00:17:00 v5.12 TB9

System Administrator can access:

IDD Agency Residential Bed Editor
IDD Residential Bed Search
Sites Properties Editor

System Viewer can access:

IDD Agency Residential Bed Editor
IDD Residential Bed Search

Provider Agency Administrator can access:

IDD Agency Residential Bed Editor
Sites Properties Editor

IDD Agency Residential Bed Editor

Beds Available is a read only, calculated field. It is equal to Bed Capacity - (Beds Occupied + Beds on Hold + Beds Out of Service).

Bed capacity is read only and is set by DBHDD.

Menu Export to Xlsx Export to PDF Clear Sorting 5 SystemAdminTes

Page 1 of 1 (4 items) [1] All

Double click on the Beds Occupied, Beds On Hold, or Beds Out Of Service grid cell that you would like to edit. Then press [Tab] to move to the next cell.

#	Agency	Site	Beds Occupied	Beds On Hold	Beds Out Of Service	Beds Available	Bed Capacity
	DeKalb CSB 1060	CHOICE Program 54	3	5	2	1	11
	DeKalb CSB 1060	DeKalb Evaluation Clinic 58	6	5	3	6	20
	DeKalb CSB 1060	DeKalb Service Center 62	22	5	1	4	32
	Serenity Behavioral Health Systems 1240	Staples Host Home 241	5	2	0	2	9

Save changes Cancel changes

SystemAdminTest1 StateOfficer L

Beds Occupied, Beds on Hold, and Beds Out of Service are all editable by Provider Agency Administrator and System Administrator roles. *SYSTEM VIEWER MAY NOT EDIT THESE FIELDS.

IDD Agency Residential Bed Editor



Double click a cell to edit the value.

Menu Export to Xlsx Export to PDF Clear Sorting 5 SystemAdminTest

Page 1 of 1 (4 items) [1] All

Double click on the Beds Occupied, Beds On Hold, or Beds Out Of Service to move to the next cell.

#	Agency	Site	Beds Occupied	Beds On Hold	Beds Out Of Service	Bed Capacity
	DeKalb CSB 1060	CHOICE Program 54	5	2	1	11
	DeKalb CSB 1060	DeKalb Evaluation Clinic 58	6	5	3	20
	DeKalb CSB 1060	DeKalb Service Center 62	22	5	1	32
	Serenity Behavioral Health Systems 1240	Staples Host Home 241	5	2	0	9

Save changes Cancel changes

SystemAdminTest1 StateOfficer Login Session ET: 00:21:21 v5.12 TB9

*SYSTEM VIEWER NOT ABLE TO EDIT GRID VALUES

IDD Agency Residential Bed Editor

Menu Export to Xlsx Export to PDF Clear Sorting 5 SystemAdminTest1

Page 1 of 1 (4 items) [1] All

Double click on the Beds Occupied, Beds On Hold, or Beds Out Of Service grid cell that you would like to edit. Then press [Tab] to move to the next cell.

#	Agency	Site	Beds Occupied	Beds On Hold	Beds Out Of Service	Beds Available	Bed Capacity
	DeKalb CSB 1060	CHOICE Program 54	1	5	2	2	11
	DeKalb CSB 1060	DeKalb Evaluation Clinic 58	6				20
	DeKalb CSB 1060	DeKalb Service Center 62	22				32
	Serenity Behavioral Health Systems 1240	Staples Host Home 241	5				9

Save changes Cancel changes

SystemAdminTest1 StateOfficer Login Session ET: 00:21:21 v5.12 TB9

*SYSTEM VIEWER NOT ABLE TO EDIT GRID VALUES

IDD Agency Residential Bed Editor

Menu Export to Xlsx Export to PDF Clear Sorting 5 SystemAdminTest1

Page 1 of 1 (4 items) [1] All

1 Row(s) Updated after Save click

#	Agency	Site	Beds Occupied	Beds On Hold	B...
	DeKalb CSB 1060	CHOICE Program 54	1		11
	DeKalb CSB 1060	DeKalb Evaluation Clinic 58	2	5	20
	DeKalb CSB 1060	DeKalb Service Center 62	22	6	32
	Serenity Behavioral Health Systems 1240	Staples Host Home 241	5	2	9

Save changes Cancel changes

SystemAdminTest1 StateOfficer Login Session ET: 00:21:21 v5.12 TB9

Multiple rows and columns can be updated at once. The green cells are the cells that have been changed. They will no longer be green once Save Changes is selected.

*SYSTEM VIEWER NOT ABLE TO EDIT GRID VALUES

IDD Agency Residential Bed Editor

Menu Export to Xlsx Export to PDF Clear Sorting 5 SystemAdminTest1

Page 1 of 1 (4 items) [1] All

4 Row(s) Updated after Save clicked

After you select Save Changes, the grid will reload and indicate how many rows were updated.

The Beds Available is automatically recalculated after the Save Changes button is selected.

#	Agency	Site	Beds Occupied	Beds On Hold	Beds Out Of Service	Beds Available	Bed Capacity
	DeKalb CSB 1060	CHOICE Program			1	4	11
	DeKalb CSB 1060	DeKalb Evaluation 58			3	10	20
	DeKalb CSB 1060	DeKalb Service Center 62			1	3	32
	Serenity Behavioral Health Systems 1240	Staples Host Home 241	5	2	1	1	9

Save changes Cancel changes

SystemAdminTest1 StateOfficer Login Session ET: 00:21:21 v5.12 TB9

*SYSTEM VIEWER NOT ABLE TO EDIT GRID VALUES

IDD Agency Residential Bed Editor

The screenshot shows the 'IDD Agency Residential Bed Editor' interface. At the top, there is a navigation bar with buttons for 'Menu', 'Export to Xlsx', 'Export to PDF', 'Clear Sorting', a dropdown menu showing '5', and a user identifier 'SystemAdminTest1'. Below this is a table with columns for '#', 'Agency', 'Beds Occupied', and 'Bed Capacity'. The table contains several rows of data, including 'DeKalb CSB | 106' and 'Serenity Behavior Systems | 1240'. A modal dialog box is open in the center, asking 'Do you want to leave this site?' with the subtext 'Changes you made may not be saved.' and buttons for 'Leave' and 'Cancel'. Two blue callout boxes provide instructions: one points to the 'Menu' button and explains that selecting it before saving will trigger a warning, and the other points to the 'Cancel' button and explains that selecting it will allow the user to save changes before returning to the menu.

Menu Export to Xlsx Export to PDF Clear Sorting 5 SystemAdminTest1

Page 1 (1 items) < [1] > All

4 Rows

#	Agency	Beds Occupied	Bed Capacity
	DeKalb CSB 106	2	11
	DeKalb CSB 106	3	20
	DeKalb CSB 106	1	32
	Serenity Behavior Systems 1240	1	9

Do you want to leave this site?
Changes you made may not be saved.
Leave Cancel

If you make a change but select the Menu button before selecting Save Changes, the application will warn you.

Selecting Cancel on the warning will allow you to select Save changes before returning to the Menu.

Save changes Cancel changes

SystemAdminTest1:StateOfficer Login Session ET: 00:21:21 v5.12 TB9

*SYSTEM VIEWER NOT ABLE TO EDIT GRID VALUES

IDD Residential Bed Search

The selected filters will also be applied when a report is selected.

You can apply different filters to search for Sites with specific properties. Selecting items from the filter drop downs will reload the grid with Sites matching your selected criteria.

Menu Beds Available Report Go Site Active Export to Xlsx Export to PDF Clear Sorting Collapse All Expand All 5 SystemAdminTes

Medical Complexity Filter Behavioral Challenge F Wheel Chair Accessible Available Service Filter Region Filter County Served Filter

Clear Medical Complexity Filter Provider Preference Filter Certification Filter Accreditation Filter Bed Status Filter Coverage Filter Clear All Filters

Page 1 of 1 (4 items) < [1] > All

Drag a column header here to group by that column

#	Agency	Site	Beds Available	City	County	Behavioral Chal	Medi
	DeKalb CSB	CHOIC	3	Lithon		Yes	No
	DeKalb CSB	DeKalb Clinic	10	Decatu		No	Yes
	DeKalb CSB	DeKalb	3	Atlanta	GA 30319	3 DeKalb	No No
	Serenity Behavioral Health Systems	Staples	1	Augusta	GA 30906	2 Richmond	No Yes

Clear individual filters by selecting Clear (Filter Name) Filter. ex. Clear Medical Complexity Filter

Clear all filters by selecting this button. This will reload the grid with all the IDD Residential sites and will clear filters for the reports.

SystemAdminTest1 StateOfficer Login Session ET: 00:27:36 v5.12 TB9

*Provider Agency Administrator does not have access to this page.

IDD Residential Bed Search

To view a report, select the filters you would like applied to the report, then select the report you would like to view and click Go.

Menu **Beds Available Report** Go Site Active Export to Xlsx Export to PDF Clear Sorting Collapse All Expand All 5 SystemAdminTest1

Yes M Behavioral Challenge F Wheel Chair Accessible Available Service Filter Region Filter County Served Filter

Home Tabular (1 row per Site) Provider Preference Fil Certification Filter Accreditation Filter Bed Status Filter Coverage Filter Clear All Filters

Page 1 of 1 (2 items) [1] All

Drag a column header here to group by that column

#	Agency	Site	Main Phone#	Main Phone Ext	Beds Available	City	State	Zip	Site Region	Site County	Behavioral Chal	Medical Complexities	Whee
	DeKalb CSB	DeKalb Evaluation Clinic	404-892-4646		10	Decatur	GA	30030	3	DeKalb	No	Yes	No
	Serenity Behavioral Health Systems	Staples Host Home	706-432-3800		1	Augusta	GA	30906	2	Richmond	No	Yes	Yes

SystemAdminTest1 StateOfficer Login Session ET: 00:28:09 v5.12 TB9

*Provider Agency Administrator does not have access to this page.

IDD Residential Bed Search

A report window will pop up with a report containing the filters you selected on the Bed Search page. From here, you can export the report to a number of different file types.

IDD Residential B

Page 1 of 1 PDF

DBHDD IDD Residential Beds Available Report

Prepared for: SystemAdminTest1

Agency	Site	Address	City	Zip	Region	County	Home Type	Beds Available
		Medical Complex	Behavioral Challenges	Wheelchair Accessible	Gender Preference	Respite Available		

*Provider Agency Administrator does not have access to this page.

Sites Properties Editor

The Sites Properties Editor works the same as the IDD Agency Residential Bed Editor, allowing you to edit more than one row and column in one update. Double click a cell to activate the drop down to edit the facility property, hit Save Changes when you are finished.

Menu View Audits Export to Xlsx Export to PDF Clear Sorting 5 SystemAdminTest

Page 1 of 1 (4 items) < [1] > All

#	Agency	Site	Behavioral Challenges			Gender Preference	Row Id
	DeKalb CSB 1060	CHOICE Program 54	Yes	No	No	Female	
	DeKalb CSB 1060	DeKalb Evaluation Clinic 58	No	Yes	No	No Preference	
	DeKalb CSB 1060	DeKalb Service Center 62	Yes	No	No	Female	
	Serenity Behavioral Health Systems 1240	Staples Host Home 241	No	Yes	Yes	Female	

SystemAdminTest1 StateOfficer Login Session ET: 00:00:57 v5.12 TB9

[Save changes](#) [Cancel](#)

*System Viewer does not have access to this page.